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ABSTRACT

The search for a job with the federal government can be a confusing and frustrating experience. The purpose of this booklet is to explain the federal employment system; to simplify the search for a federal job; to assist in the completion of the basic government employment application form, the Personal Qualifications Statement, Standard Form 171 (SF-171); and to offer additional resources for the job search. First, the function of the Office of Personnel Management--the starting point for a federal job search--is explained. Eligibility criteria are then detailed for three of the most common tests used in the federal hiring system: the Clerk Typist Examination; the Junior Federal Assistant Examination; and the Professional and Administrative Career Examination (PACE). After delineating pay scales for federal employees as of October, 1980, the booklet outlines helpful shortcuts for the job applicant. These shortcuts include informational interviewing, keeping abreast of new job vacancies, and becoming knowledgeable of affirmative action goals and other factors that affect the hiring process. Finally, the booklet explains the difference between the SF-171 form and a resume, emphasizes the importance of the form in the hiring process, and outlines tips for filling out the form. The booklet includes a copy of the SF-171 and provides a flow chart which outlines the steps in the process of obtaining a federal job, and a bibliography. (HE/JP)

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ED211172

FEDERAL EMPLOYMENT PROCESS

Booklet Four

The Career Life Assessment Skills Series

A Program to Meet Adult Developmental Needs

Bernadette M. Curtin
Fred J. Hecklinger

Project Directors

Vocational Guidance and Counseling Project

Conducted Under

Vocational Education Amendments of 1976

Public Law 94-482

1981

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The Career Life Assessment Skills Series
(CLASS)

This series consists of eight booklets which can be used in conjunction with the CLASS workshops or by themselves. The following topics are covered in the series.

BOOKLET ONE — YOUR UNIQUE SELF

This booklet helps you to look at your interests, skills, values, work values, and lifestyle preferences.

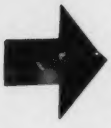
BOOKLET TWO — JOB MARKET INVESTIGATION

This booklet helps you to research careers, to identify possible new careers that may interest you, and to make effective decisions.

BOOKLET THREE — JOB CAMPAIGN STRATEGIES

This booklet helps you learn how to find a job, to know how to handle an interview, to write a resume, and to conduct an effective job search.

BOOKLET FOUR — THE FEDERAL EMPLOYMENT PROCESS



This booklet helps you to understand the federal employment process and outlines the best ways to look for a job with the federal government.

BOOKLET FIVE — ACADEMIC SURVIVAL SKILLS

This booklet helps you to deal with some of the learning skills needed to be successful when returning to school.

BOOKLET SIX — MID-LIFE AND CAREER TRANSITIONS

This booklet helps you to understand what kind of career and life changes people go through and to evaluate your own needs for change.

BOOKLET SEVEN — JOB-KEEPING AND REVITALIZATION

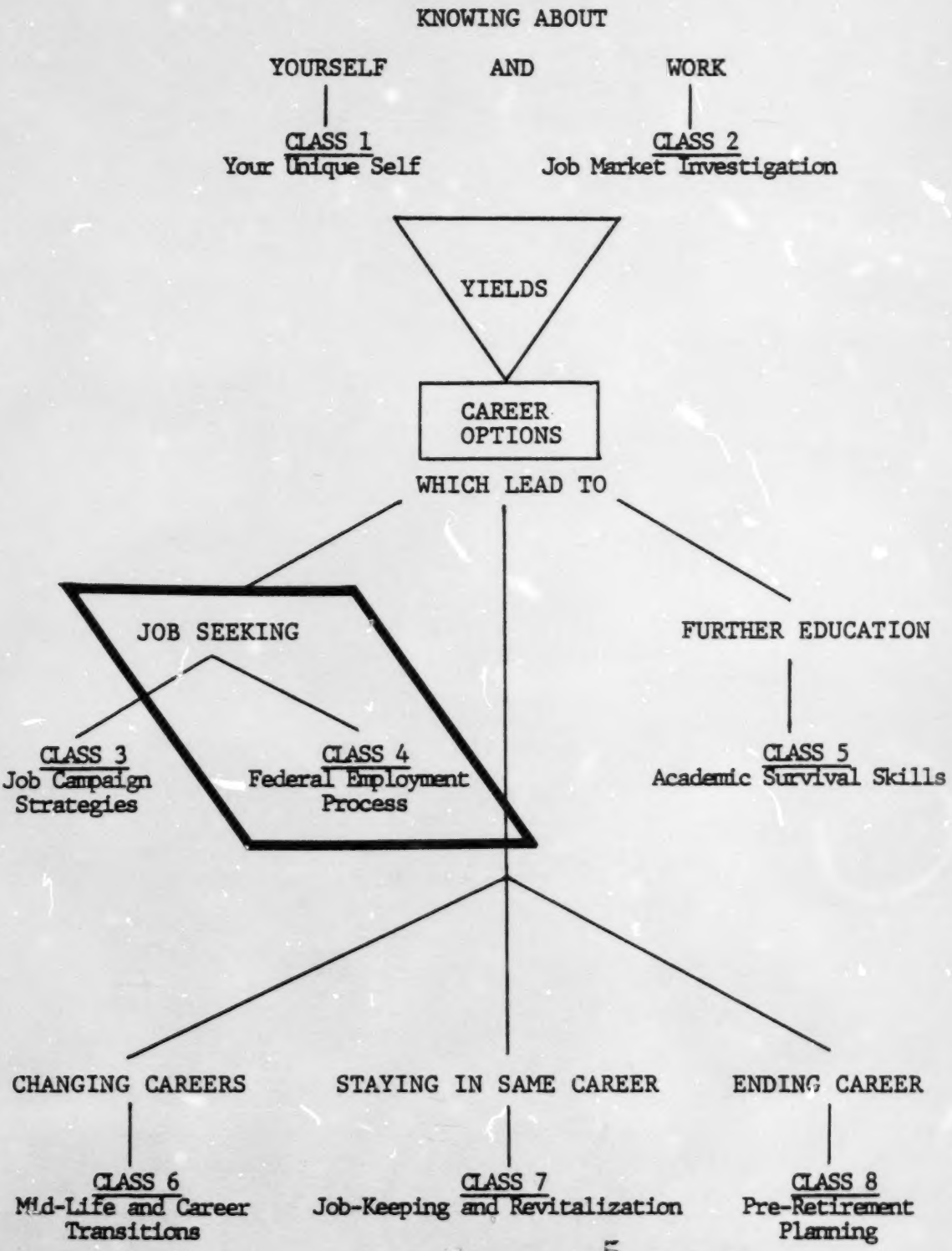
This booklet helps you to maintain your effectiveness and interest in your current job and suggests ways that you can breathe new life into your job.

BOOKLET EIGHT — PRE-RETIREMENT PLANNING

This booklet helps you to look at the important issues involved in planning for your retirement and gives you guidelines on how to get started with this process.

CAREER LIFE ASSESSMENT SKILLS SERIES

C.L.A.S.S.



CAREER LIFE PLANNING

Career life planning is a continual process of assessing where you are headed in your life and career and of deciding whether or not you wish to make changes. In order to make these life and career decisions, it is important that you know about three distinct but essential areas:

- Yourself, which involves taking an inventory of your
  - --interests
  - --skills and abilities
  - --work values
  - --personal values
  - --temperament
  - --personality traits
  - --lifestyle preference
- The world of work, which involves the evaluation of your own career, if you have one, and other potential careers through
  - --research
  - --experience
  - --informational interviewing
  - --decision-making
  - --job revitalization
- Other opportunities not necessarily connected with work that may help you to change your lifestyle, such as
  - --education
  - --leisure activities
  - --community service
  - --retirement planning

After an in-depth look at your own goals and lifestyle preferences and a comprehensive evaluation of the career change and other options open to you, you will then be ready to make an effective decision.

Making a life or career decision is a big step. At this juncture, you will want to set up a plan to carry out your decision. This might include some of the following short-term goals:

- Obtain more specific training or "brush-up" work on a skill.
- Make some changes in your present job that will increase your job satisfaction.
- Up-date your resume.
- Make changes in your lifestyle.
- Improve your interviewing style.
- Return to school.
- Investigate other job opportunities.
- Become involved in community activities that interest you.
- Plan a second career to enter in a few years.
- Plan for your retirement.

The short-term goals that you establish for yourself will eventually help you to make the changes that you feel are appropriate to fulfill your life and career plans. It is only through planning, evaluating, investigating, reviewing, and decision-making that you can begin to put the career planning process to work for you.

TABLE OF CONTENTS

OPM Function	9
Agency Function	13
Federal Employment Short Cuts	14
Your SF-171	17
Recorded Federal Job Information	20
Sample SF-171	21
Bibliography	29

FEDERAL EMPLOYMENT PROCESS

Booklet Four

Career Life Assessment Skills Series

(CLASS)

There is a great deal of confusion and frustration surrounding the federal employment process and this feeling is justified. This part of the CLASS is designed to:

- explain the federal system
- simplify your federal job hunt
- assist you in completing the SF 171 government application
- offer additional resources for your search

Our geographical area is unique in that the largest employer located here is the federal government. This unique feature of our area together with complicated federal employment procedures has prompted this booklet.

Federal employment has many advantages that we might list as follows:

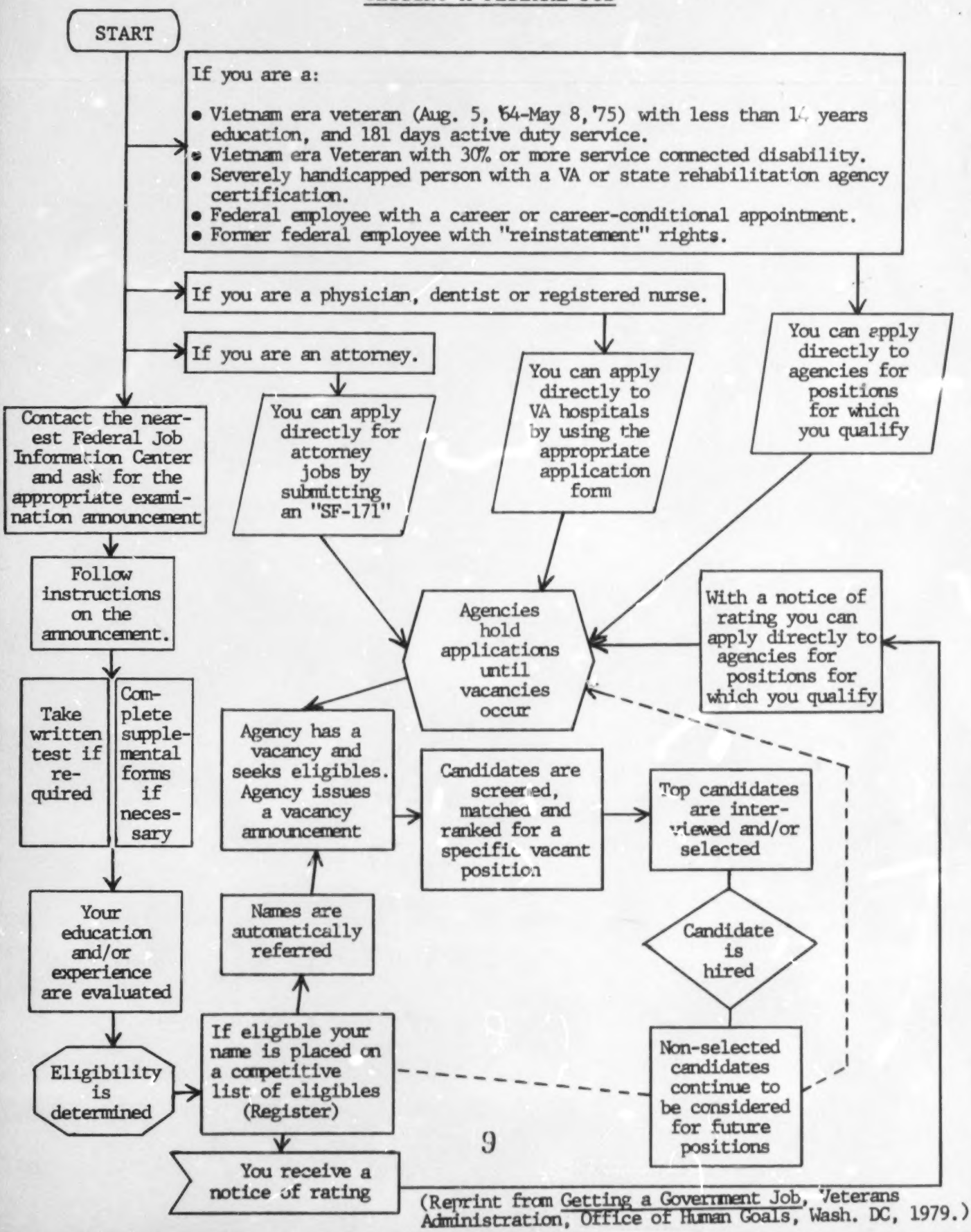
- the pay scale
- the benefit package which includes various health insurance packages, retirement system
- job security
- good leave policy
- mobility within the federal system

If these advantages are attractive to you and satisfy some of your work values then you may wish to apply for a position in the federal government. In order to minimize frustration, allow at least three to six months to find a federal position. The employment process may take even longer if you are applying for professional-level positions. The flow chart on the next page may clarify the federal employment process for you.

OPM Function

The starting point for your federal job search should begin at the Office of Personnel Management (OPM), located at 1900 E Street, N.W., Washington, D.C. After you have completed this booklet, visit the Federal Job Information Center located at OPM to investigate what OPM announcements are appropriate for you. There are a different set of instructions to follow for many job announcements you may see. You can request the OPM announcements by title and number at the information window. Some announcements require written tests whereas others may only require a completed SF-171. If the positions that interest you require a written test, you will want to request an announcement for the test also, or find out when it is offered.

GETTING A FEDERAL JOB


START
If you are a:
• Vietnam era veteran (Aug. 5, '64-May 8, '75) with less than 14 years education, and 181 days active duty service.
• Vietnam era Veteran with 30% or more service connected disability.
• Severely handicapped person with a VA or state rehabilitation agency certification.
• Federal employee with a career or career-conditional appointment.
• Former federal employee with "reinstatement" rights.
If you are a physician, dentist or registered nurse.
If you are an attorney.
You can apply directly to agencies for positions for which you qualify
You can apply directly to VA hospitals by using the appropriate application form
You can apply directly for attorney jobs by submitting an "SF-171"
Contact the nearest Federal Job Information Center and ask for the appropriate examination announcement
Follow instructions on the announcement.
Take written test if required
Complete supplemental forms if necessary
Your education and/or experience are evaluated
Eligibility is determined
If eligible your name is placed on a competitive list of eligibles (Register)
You receive a notice of rating
Names are automatically referred
Agency has a vacancy and seeks eligibles. Agency issues a vacancy announcement
Agencies hold applications until vacancies occur
With a notice of rating you can apply directly to agencies for positions for which you qualify
Candidates are screened, matched and ranked for a specific vacant position
Top candidates are interviewed and/or selected
Candidate is hired
Non-selected candidates continue to be considered for future positions

(Reprint from Getting a Government Job, Veterans Administration, Office of Human Goals, Wash. DC, 1979.)

Testing

The most common tests used in the federal system are:

- The written part of the Clerk Typist examination. This test is offered on a walk-in basis weekdays at 8:30 a.m. at OPM, Room 1416. This test plus your completed SF-171 and your self-certifying typing proficiency will lead to a GS-2 through GS-4 clerical position. Your typing proficiency should be at least 40 words per minute with no more than three errors to qualify for the GS-2 or 3. If you have a shorthand speed of 80 words per minute with no more than 12 errors on a three minute timing, you may qualify for a GS-5. That rating will depend on your previous work experience and test score.

- The Junior Federal Assistant examination. This exam is usually offered only once per year. It is open to applicants who have two years of college or two years of progressively responsible experience, or a combination of both totaling two years.

  It is suitable for federal positions in the GS-4 categories, such as: Community Planning Technician, Personnel Clerk, Archives Technician, Legal Clerk, Purchasing Agent, and Immigration Inspector. Although a score of 70 is passing, it is generally necessary to achieve a score in the high eighties for employment consideration.

- The Professional and Administrative Career Examination (PACE). PACE is offered once a year and is open to applicants who have the following qualifications:

  1. For grade GS-5 positions: a bachelor's degree, or 3 years of responsible experience; or an equivalent combination of education and experience.

  2. For grade GS-7 positions: one of the following:

     a. A bachelor's degree plus one year of graduate study; or an LL.B. or J.D. degree from a recognized law school; or 4 years of responsible experience; or an equivalent combination of education and experience.

     b. A bachelor's degree, an earned written test score of 90 or above, plus either a 2.90 grade-point average on a 4.00 scale in all undergraduate courses, or rank in the upper third of your class, or membership in a national honor society (other than freshman societies) recognized by the Association of College Honor Societies.

  Responsible Experience is professional, administrative, or other experience which provides evidence of the ability to perform the duties of positions filled through this examination. Experience of a routine clerical nature is not qualifying for this examination.

  Equivalent Combination. One academic year of full-time undergraduate study (30 semester hours credit or 45 quarter hours credit) is equivalent to 9 months of responsible experience.

Class standing or grade-point average should be based on all courses which have been completed at the time of application. All candidates qualifying for GS-7 on the basis of class standing or grade-point average will be required to submit evidence at the time of appointment that the required average or standing was maintained through the senior year.

Outstanding Scholars. If your academic record meets one of the following, you may receive additional credit in the test scoring process: a 3.50 grade-point average on a 4.00 scale for all undergraduate courses completed toward a baccalaureate degree; or standing in the upper 10 percent of your graduating class or of a major university subdivision, such as the College of Liberal Arts.

PACE is suitable for federal positions in the GS-5 to 7 categories, such as: Personnel Specialist, Management Analyst, Budget Analyst, Customs Inspectors, Revenue Officers, Veterans Claims Examiners, and Tax Technicians. For a description of these and other positions within the federal government, refer to the Federal Career Directory available in most libraries and in the Alexandria Campus Counseling Center's Career Corner.

A PACE score in the mid to high nineties is usually necessary for employment consideration.

Once you have followed all the procedures listed in the OPM announcement, your SF-171 application will be reviewed by an OPM examiner. Your previous experience, education, test scores (if necessary) will be given a rating which determines your salary and grade level. A well-written SF-171 is one of the most critical ingredients for federal employment. Since competition for most federal jobs is keen, your SF-171 must sell your education and experience. A higher grade-level or rating could depend on your SF-171. The latest General Schedule pay scale is found below. Generally there is a cost of living raise granted by Congress every October.

GENERAL SCHEDULE PAY SCALE - OCTOBER 1980

GS Level	Steps 1	2	3	4	5	6	7	8	9	10
1	$7,960	$8,225	$8,490	$8,755	$9,020	$9,069	$9,189	$9,444	$9,699	$9,954
2	8,951	9,069	9,242	9,531	9,820	10,109	10,398	10,687	10,976	11,265
3	9,766	10,092	10,418	10,744	11,070	11,396	11,722	12,048	12,374	12,700
4	10,963	11,328	11,693	12,058	12,423	12,788	13,153	13,518	13,883	14,248
5	12,266	12,675	13,084	13,493	13,902	14,311	14,720	15,129	15,538	15,947
6	13,672	14,128	14,584	15,040	15,496	15,952	16,408	16,864	17,320	17,776
7	15,193	15,699	16,205	16,711	17,217	17,723	18,229	18,735	19,241	19,747
8	16,826	17,387	17,948	18,509	19,070	19,631	20,192	20,753	21,314	21,875
9	18,585	19,205	19,825	20,445	21,065	21,685	22,305	22,925	23,545	24,165
10	20,467	21,149	21,831	22,513	23,195	23,877	24,559	25,241	25,923	26,605
11	22,486	23,236	23,986	24,736	25,486	26,236	26,986	27,736	28,486	29,236
12	26,951	27,849	28,747	29,645	30,543	31,441	32,339	33,237	34,135	35,033
13	32,048	33,116	34,184	35,252	36,320	37,388	38,456	39,524	40,592	41,660
14	37,871	39,133	40,395	41,657	42,919	44,181	45,443	46,705	47,967	49,229
15	44,547	46,032	47,517	49,002	*50,487	*51,972	*53,457	*54,942	*56,427	*57,912
16	49,198	*50,838	*52,478	*54,118	*55,758	*57,398	*58,500	*58,500	*58,500	
17	*53,849	*55,644	*57,439	*58,500	*58,500					
18	*58,500									

*The rate of basic pay for employees at these rates is limited to the rate for level V of the Executive Schedule, which is expected to remain at $50,112.50

After you have been given a rating by OPM then your name may go on a list of eligibles called a register, which is a pool of available, qualified people. Various federal agencies ask for names from the register when a job vacancy occurs. You may wish to have your name on a number of registers, since this may increase your chance for federal employment.

Agency Function

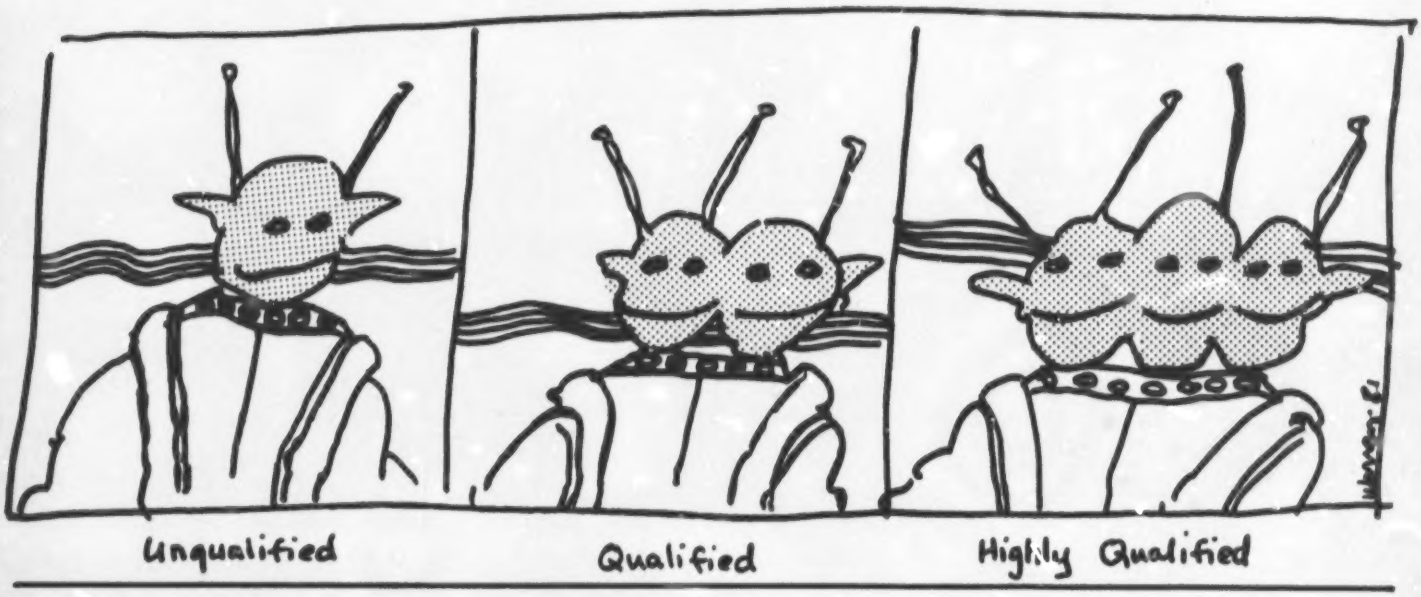
The federal agency's role in the employment process is directly related to a specific job vacancy as opposed to OPM's role of keeping lists of qualified applicants on registers. When a position becomes available, the agency which announces the vacancy has the prerogative to decide exactly how to recruit for that vacancy. Recruiting can include one or more of the following routes:

- limited to applicants already in that particular agency
- limited to government employees or career conditional applicants (former government employees with 3 years in service)
- opening the field to include non-government employees

The agency also possesses the power to establish specific criteria for the vacancy announcement. The Civil Service Handbook, commonly known as the X118, offers broad, general requirements for all positions in federal service. The agency can and does define specific qualifications for the vacancy. The only way to know about the specifics is to request the vacancy announcement from the agency itself.

Staffing Specialists in the personnel office rate SF-171 applications into three general categories:

- unqualified
- qualified
- highly qualified



Then personnel refers the qualified and highly qualified groups to the employment decision-maker. It is the employment decision-maker's responsibility to select applicants to interview and finally to hire one applicant.

In order to be hired by the federal government, you must have fulfilled three requirements:

- know of a vacancy;
- have a notice of rating or be listed on a register;
- and know someone who wants to hire you.

Up until now, the traditional route to federal employment has been elaborated upon. The non-traditional short cuts listed below will help you to see your target more clearly and take aim accordingly.

Federal Employment Short Cuts

With the current administration, we have heard promises of federal employment cutbacks and agency eliminations. This may signal bad news to the federal job seeker but the need for qualified workers in the federal system will never stop.

Competition for positions will continue to be formidable. Your determination will make the difference in your federal search. The following list of short cuts are meant to give you an edge in your federal job search. Focusing your time and energy rather than spreading yourself too thin will be a major advantage.

Short Cut #1

NARROW YOUR PROSPECTS - Do some preliminary research to discover which government agencies share your values and match your interests. Since there are over 200 federal agencies in the D.C. area, you have many to choose

from. The U.S. Government Manual describes every agency. Additional information can be obtained from the agency itself through the Public Information Office. Narrow down the field and then zero in on agencies that seem to have the most to offer you and your career.

Short Cut #2

INFORMATIONAL INTERVIEWING - Talk with people who do what you would like to do within the agencies you've identified as employment possibilities. The use of the informational interviewing process is exactly the same as is described in "Booklet Two - Job Market Investigation" of this series. Utilize your own network of contacts for informational interviewing. If you do not have a network because you've just moved here, then start to build one. A handy reference might be the Federal Yellow Pages, which lists names of people, their position, agency, and telephone numbers.

Short Cut #3

KEEP AWARE OF NEW EVENTS - Keep abreast of legislation concerning the expansion and creation of agencies or bureaus within the federal government. Also congressional appropriations can sometimes yield new vacancies. Don't neglect selective service agencies such as FBI, CIA, Postal Service, Library of Congress, Federal Reserve Board, and the State Department. These agencies are outside OPM's domain so you can apply to them directly.

Short Cut #4

JOB LISTS - Once you've identified agencies that interest you, then keep on top of the vacancies available. The Federal Job Newsletter and Federal Career Opportunities are bi-monthly publications that list federal vacancies throughout the country. These two publications which are available in our Counseling Center Career Corner, save your time and energy.

Short Cut #5

GENERAL FEDERAL INFORMATION - OPM is delegating much of its rating authority to some individual agencies. This gives you the advantage of being considered for a specific job rather than being placed on a register.

- OPM is exerting much effort in the present equal opportunity/affirmative action area. The present goal is for the federal government work force to reflect the population at large with regard to minority and sex group representation. Agencies are developing internal and external recruitment plans

to meet their projections. The Inter-agency Minority and Female Recruiters Association (IMFRA) is a central recruitment and referral talent bank for women and minorities. You may register free by completing a questionnaire. Their full address is:

IMFRA Career Assistance Center
Box 23962
L'Enfant Plaza Station
Washington, D.C. 20024

- According to OPM officials there exists a need for qualified people in the following areas:

Clerical/Secretarial	Purchasing Agents
Accountants/Auditors	Personnel Specialists
Bookkeepers	Engineers
Library Technicians	Computer Science
Cartographers	Metallurgists
Physicians	Nurses
Geologists	

- The Engineer group has a higher pay scale level than is listed in the GS Schedule because of competition to hire these workers. Agencies have a nationwide direct-hire authority for all engineers Grades 5-11; therefore, this group need not go through OPM.

- The mid-level register is located only in Washington, D.C., and involves only grades 9, 11 and 12. There are a tremendous number of applicants listed on the mid-level register and a limited number of jobs available. The shortage categories according to OPM are as follows:

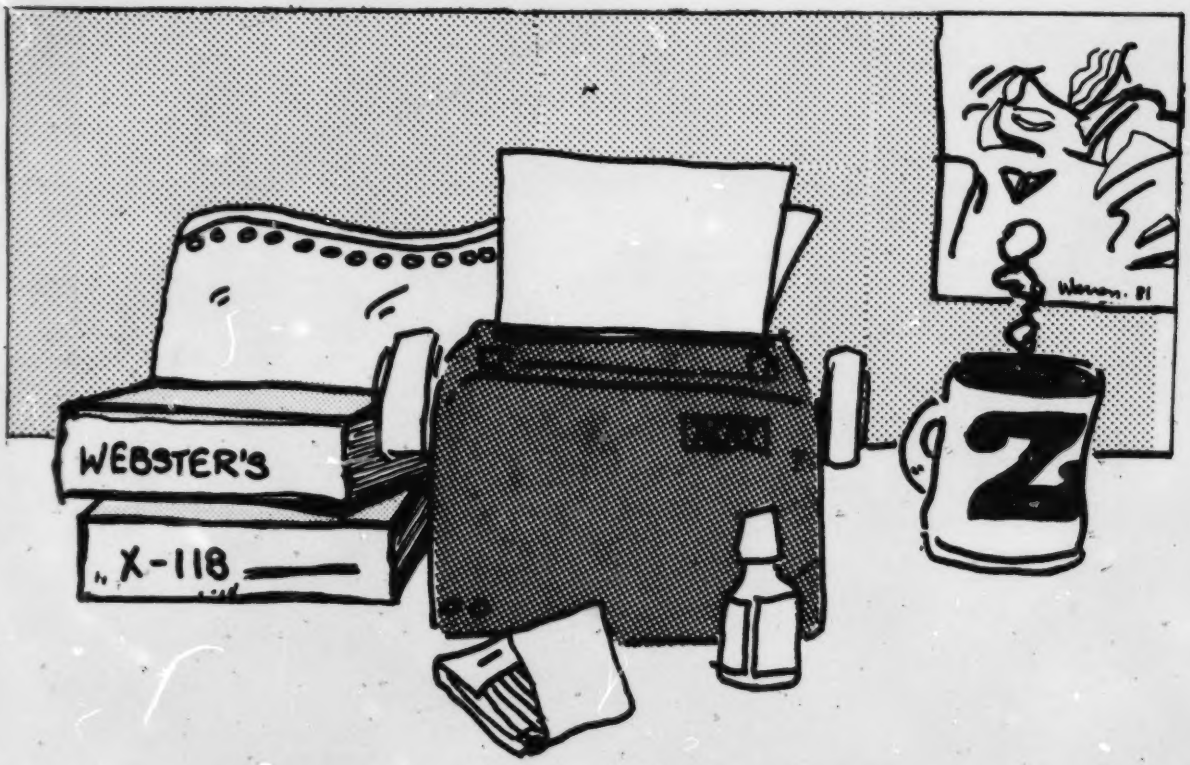
  --Economists (all grade levels)
  --Personnel (employee development, position classification, and staffing areas)
  --EEO specialists
  --Technical writers/editors
  --Management analysts

  The trick for these positions is that you need good, solid work experience to be pulled off the register and sent to an agency for consideration. The odds are generally not in your favor if you follow this route alone.

- OPM sponsors a "Still Confused Session" on Tuesdays and Thursdays at 10:00 a.m. in Room #1430 at 1900 E Street, N.W. If you want to ask some technical questions or would like some more information, you may wish to attend one of these sessions.

Your SF-171

It is critical that your SF 171 reflect your best skills and abilities in order to edge out the competition. An SF-171 is very different from a resume. Your SF-171 should contain everything you've done in your previous positions and be accomplishment-oriented rather than responsibility-oriented. Work through some of the suggestions below and begin to complete your SF-171. This application will serve as a master employment form that you can refer back to anytime you are requested to give an employment history.



Some General SF-171 DO's

- Communicate your background clearly with action verbs.
- Type your SF-171 and proofread twice.
- Include all dates of employment and verify those dates.
- Get clear, legible xerox copies without date, signature, and announcement number. Sign and date each one before sending.
- Complete all blocks on the form. If an item is not applicable, put N/A.
- Attach a well-written resume for quick review.

- Customize your SF-171 by cutting and pasting additional lines in the "Description of Work" area to accommodate your experience. A sample is included at the end of this booklet. Unlike a resume in which you narrow your employment description to a few lines, on an SF-171 you take the time to explain and list your duties, responsibilities, and especially accomplishments. Your higher rating could depend on it. You might list them as follows, expanding each as fully as possible:

  - My responsibilities were. . .
  - The skills used were. . .
  - My accomplishments were. . .

- Describe your experience to emphasize the work that required the skills called for by the vacancy announcement. Look at the X-118 (The Civil Service Handbook) for descriptions of hundreds of federal jobs. It is available at OPM, government personnel offices, or NVCC Alexandria Campus library.

- Include all experience--paid and volunteer.

- Use references who can attest to your work ability and can remember you. Ask for their permission first.

- Refer to the "Occupational Outlook Quarterly" Winter 1979 for further SF-171 information, or The Uncle Sam Connection by Jim Hawkins, Federal Jobs, Inc., P. O. Box 2126, Reston, Virginia, 22090. Cost: $5.95.

Some Specific SF-171 Hints:

Section 13 Lowest pay or grade--You will not be considered for anything lower, so give serious thought to this.

Section 15 Temporary employment--Be flexible here. You might pass up an opportunity to "get in."

Section 17 Where--Again, be as flexible as possible.

Section 19 Part-time work--Part-time workers do not count against an agency's employment ceiling, so this may be an excellent chance to "get in." Part-time is now defined as 32 hours per week. Selected agencies have a special direct-hire authority to fill approximately 300 professional and administrative part-time career jobs in the Washington, D.C. area. For a complete list of positions and agencies involved request the June 1980 Part-Time Direct Hire Program from your Federal Job Information Center.

Section 21 Experience--Begin at a date early enough to include all experience that is pertinent to the position. Be specific about tasks. For each position listed give inclusive dates, title, location, and a brief description of the duties performed. Account for all periods of time from the beginning date. Do not have gaps or overlaps in time. If you are a government employee, show classification title, series, grade and salary; if you are a civilian employee, show title and salary. Do not lump employment at different grades, e.g. GS-11 through GS-14--list as separate positions.

Section 23 Education--Abbreviate only those degrees that are universally understood, such as B.S., Ph.D. Spell out others. Show degree received, date, college and number of credits.

Specialized Training--Include in-service training and short courses. Show where and when received, the length or number of hours of the training.

Honors and Awards--List honors or awards showing when and where received. Include honorary degrees. If in the federal service, list awards such as Sustained Superior Performance, Outstanding Performance Ratings, Quality Salary Increases and similar recognition. Think of something for this block!!

Some SF-171 DON'T's

. . . misspell words.

. . . omit signature and date of application.

. . . attach former job descriptions, transcripts, letters of recommendation, etc., unless specifically requested in the announcement.

. . . omit church, community, civil, or club work.

. . . make your SF-171 a challenge to read. Where does it end up?

RECORDED FEDERAL JOB INFORMATION

WASHINGTON, D.C. AREA

ACTION	202-634-1000
Agriculture Department	202-447-2108
Bureau of Public Debt	202-447-1407
Commerce Department	202-377-4285
Energy Department	202-252-4333
Environmental Protection Agency	202-755-5055
Government Printing Office	202-275-2183
Health Resources Administration	301-436-6669
Housing & Urban Development	202-755-32-3
Interior Department	202-343-2154
Internal Revenue Service	202-566-3901
Justice Department	202-633-3121
Library of Congress	202-287-5295
Merit Systems Protection Board	202 634-4048
Mint, Bureau of	202-376-0546
National Cancer Institute	301-496-4421
National Institute of Health	301-496-1209
National Oceanic & Atmospheric Administration	301-443-8274
Smithsonian Institution	202-357-1450
	202-357-1452
State Department	202-632-0580
Walter Reed Hospital	202-576-3590

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Office of Personnel Management	
• Test Information	202-737-9616
Federal Job Information Center	
• Super Grade Information	202-632-5659

Standard Form 171

Personal Qualifications Statement

IMPORTANT
READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE FILLING OUT YOUR STATEMENT

- You must furnish all requested information. The information you provide will be used to determine your qualifications for employment. DO NOT SUBMIT A RESUME IN LIEU OF COMPLETING THIS STATEMENT.
- If you fail to answer all questions on your Statement fully and accurately, you may delay consideration of your Statement and lose employment opportunities. See the Privacy Act Notice on the reverse of this sheet.
- So that it is understood that you did not omit an item, please write the letters "N/A" (Not Applicable) beside those items that do not apply to you unless instructions indicate otherwise.

GENERAL INSTRUCTIONS

- If you are applying for a specific Civil Service Commission examination:

  —Read the examination announcement or the Qualifications Information Statement for the position to be certain that your experience and education is qualifying.

  —If a written test is required, follow the filing instructions on the admission card.

  —If no written test is required, mail this Statement to the Civil Service Commission Area Office specified in the announcement or on the Qualifications Information Statement.

  —Be sure to include all other forms required.

  —If you have a change of name or address, notify the Civil Service Commission Area Office with which you filed this Statement.

  —You may want to make a copy of this Statement for your personal use.

INSTRUCTION RELATING TO SPECIFIC ITEMS

ITEM 13. LOWEST GRADE OR SALARY

- Enter the lowest grade or the lowest salary you will accept. You will not be considered for any lower grades or salary. You will be considered for all higher grades or salary for which you qualify based upon those specified in the examination announcement or the Qualifications Information Statement.

ITEM 16. OTHER GOVERNMENT & INTERNATIONAL AGENCIES

- The Civil Service Commission is occasionally requested to refer for employment consideration the names of eligibles on competitive registers to State and local government agencies, congressional and other public offices, and public international organizations. Indicate your availability by checking the appropriate boxes. Your response to this question will not affect your consideration for other positions.

ITEM 18. OVERNIGHT TRAVEL

- Indicate the number of nights per month you are willing to be away from home in a travel status. Some jobs require nearly constant travel of two or three weeks every month while others require infrequently short or occasionally extended periods of travel. You will be considered for positions requiring travel based on the number of nights per month for which you indicate travel availability.

ITEM 20. ACTIVE MILITARY SERVICE AND VETERAN PREFERENCE

- Five-point veteran preference is granted to veterans who receive an honorable or general discharge from the armed forces:
  (a) after active duty during the periods April 6, 1917 to July 2, 1921 and December 7, 1941 to July 1, 1955;
  (b) after more than 180 consecutive days of active duty, any part of which occurred after January 31, 1955 and before October 15, 1976.
  NOTE—Service under an initial period of active duty for training under the "6-month" Reserve or National Guard programs is not creditable for veteran preference; and
  (c) after service in a campaign for which a campaign badge has been authorized.

  You will be required to furnish records to support your claim for five-point preference only at the time of your appointment.
- Ten-point veteran preference is granted to:
  (a) compensably disabled veterans; and
  (b) veterans awarded the Purple Heart.

  Ten-point veteran preference is granted in certain cases to:
  (a) unmarried widows and widowers of veterans;
  (b) spouses of compensably disabled veterans; and
  (c) mothers of deceased or disabled veterans.

  If you claim ten-point veteran preference, submit Standard Form 15, Claim for 10-Point Veteran Preference, and the required proof with this application. Obtain SF 15 and information on provisions of the Veteran Preference laws at any Federal Job Information Center.
- A clemency discharge does not meet the Veteran Preference Act requirement for discharge under honorable conditions. Accordingly, no preference may be granted to applicants with such discharge.

PLEASE READ ADDITIONAL INSTRUCTIONS ON BACK OF THIS SHEET

ITEM 21. EXPERIENCE

- Allow sufficient time to fill in these experience blocks carefully and completely. A large part of your qualifications rating depends upon a thorough description of your experience and employment history.
- If you fail to give complete details, you may delay consideration of your Statement. Your description of duties may be verified with former employers.
- If you supervise or have supervised other employees, be sure to indicate the number and kind (and grades, if Federal Government) of employees supervised, and describe your duties as a supervisor under Description of Work.
- Volunteer Experience—You may receive credit for pertinent religious, civic, welfare, service and organizational work performed with or without compensation. Show the actual amount of time spent in such work (for example, average hours per week or month). Complete all the items just as you would for a compensable position.
- Use separate blocks if your duties, responsibilities, or salary have changed materially while working for the same employer. Treat each such change as a separate position.
  NOTE—Experience gained more than 15 years ago may be summarized in one block if it is not pertinent to the type of position you applied for.
- Include your military or merchant marine service in separate blocks in its separate order and describe major duty assignments.
- Indicate in each block of Item 21 the name under which you were employed if it was different from the name in Item 6 of this Statement. Show former name in parentheses after "Description of duties and accomplishments in your work."
- Indicate periods of unemployment exceeding three months and your address at that time on the last line of the preceding experience block.
- Block A—Describe your present position in this block. Indicate if you are now unemployed or if you have never been employed.
- Blocks B and C—Describe in block B the position you held just before your present position and continue to work backwards using block C.
- Enter the average number of hours per week you work. If you work part time, indicate the average number of hours per week you work.
- Description of work—Describe each job briefly, including required skills and abilities. Describe any specialties and special assignments, your authority and responsibility, your relationships to others, your accomplishments, and any other factors which help to describe the job.
- If your job contains experience in more than one type of work (for example, carpentry and painting, or personnel and budget) estimate and indicate the approximate percentage of time spent in each type of work. Place the percentages in parentheses at the end of the description of work.
- If you need additional experience blocks:
  —Use Standard Form 171-A, Continuation Sheet, or
  —A plain sheet of paper approximately 8 by 10½ inches in size. Be sure to include all of the information requested in Item 21.

  If you need additional space to describe a position held
  —Continue in Item 35, Space for detailed answers, or
  —Continue on a plain sheet of paper.

ITEM 21. EXPERIENCE—(Continued)

- Identify each plain sheet of paper used by showing your name, birth date, examination or position title, and the block under Item 21 from which the description is continued.
- Attach all supplemental sheets to the top of page 3.

ITEMS 32 and 33. RELATIVES EMPLOYED BY THE UNITED STATES GOVERNMENT

- A Federal official (civilian or military) may not appoint any of his or her relatives or recommend them for employment in his or her agency, and a relative who is appointed in violation of this restriction cannot be paid. Thus it is necessary to have information about your relatives who are working for the Government. In listing relative(s) in answer to question 32 include: father; mother; son; daughter; brother; sister; uncle; aunt; first cousin; nephew; niece; husband; wife; father-in-law; mother-in-law; son-in-law; daughter-in-law; brother-in-law; sister-in-law; stepfather; stepmother; stepson; stepdaughter; stepbrother; stepsister; half brother; and half sister.
- Question 33 is needed because of restrictions in making a career or career-conditional appointment in the competitive service when a person is not entitled to veteran preference and two or more members of his or her family are already serving in the competitive service under a career or career-conditional appointment.

CERTIFICATION

- Be careful that you have answered all questions on your Statement correctly and considered all statements fully so that your eligibility can be decided on all the facts. Read the certification carefully before you sign and date your Statement.
- Sign your name in ink.
- Use one given name, initial or initials, and last name.

PRIVACY ACT INFORMATION

The U.S. Civil Service Commission is authorized to rate applicants for Federal jobs under sections 1302, 3301, and 3304 of Title 5 of the U.S. Code. We need the information you put on this form to see how well your education and work skills fit you for a Federal job. We also need information on matters such as citizenship and military service to see whether you are affected by laws we must follow in deciding who may be employed by the Federal Government. We cannot give you a rating, which is the first step toward getting a job, if you do not answer these questions.

We must have your Social Security Number (SSN) to keep your records straight because other people may have the same name and birthdate. The SSN has been used to keep records since 1943, when Executive Order 9397 asked agencies to do so. The Civil Service Commission may also use your SSN to make requests for information about you from employers, schools, banks, and others who know you, but only where that is allowed by law. The information we collect by using your SSN will be used for employment purposes and also for studies and statistics that will not identify you.

Information we have about you may also be given to Federal, State, and local agencies for checking on law violations or other lawful purposes. We may also notify your school placement office if you are selected for a Federal job.

PLEASE DETACH THIS INSTRUCTION SHEET BEFORE SUBMITTING YOUR STATEMENT

Personal Qualifications Statement

Read instructions before completing form

Form Approved:
O.M.B. No. 50-R0387

1. Kind of position *(job)* you are filing for *(or title and number of announcement)*

2. Options for which you wish to be considered *(if listed in the announcement)*

3. Home phone — Area Code | Number

4. Work phone — Area Code | Number | Extension

5. Preferred title *(mark one)*: ☐ Mr. ☐ Mrs. ☐ Miss ☐ Ms.

6. Other last names ever used *(e.g., Maiden)*

7. Name *(Last, First, Middle)*

Street address or RFD no. *(include apartment no., if any)*

City | State | ZIP Code

8. Birthplace *(City & State, or foreign country)*

9. Birth date *(Month, day, year)*

10. Social Security Number

11. If you have ever been employed by the Federal Government as a civilian, give your highest grade, classification series, and job title.

Dates of service in that grade *(Month, day, and year)*

From To

12. If you currently have an application on file with the Civil Service Commission for appointment to a Federal position, (a) list the name of the area office maintaining your application, (b) the position for which you filed, and *(if appropriate)* (c) the date of your notice of rating, (d) your identification number, and (e) your rating.

13. Lowest pay or grade you will accept:

PAY $ ____ per ____ OR GRADE ____

14. When will you be available for work? *(Month and year)*

DO NOT WRITE IN THIS BLOCK

FOR USE OF EXAMINING OFFICE ONLY

Material: ☐ Submitted ☐ Returned

Entered register:

Notations:

Form reviewed:

Form approved:

ANNOUNCEMENT NO.

STATEMENT NO.

Option	Grade	Earned Rating	Preference	Aug. Rating
			☐ 5 Points (Tent.)	
			☐ 10 Points Comp. Dis.	
			☐ Other 10 Points	
			☐ Disab.	
			☐ Being Investigated	
Initials and date				

THIS SPACE FOR USE OF APPOINTING OFFICER ONLY

Preference has been verified through proof that the separation was under honorable conditions, and other proof as required.

☐ 5-Point ☐ 10-Point Compensable Disab. ☐ 10-Point Other

Signature and title

Agency | Date

15. Are you available for temporary employment lasting: *(Acceptance or refusal of temporary employment will not affect your consideration for other appointments.)*

	YES	NO
A. Less than 1 month?	☐	☐
B. 1 to 4 months?	☐	☐
C. 5 to 12 months?	☐	☐

16. Are you interested in being considered for employment by:

	YES	NO
A. State and local government agencies?	☐	☐
B. Congressional and other public offices?	☐	☐
C. Public international organizations?	☐	☐

17. Where will you accept a job:

	YES	NO
A. In the Washington, D.C. Metropolitan area?	☐	☐
B. Outside the 50 United States?	☐	☐
C. Anyplace in the United States?	☐	☐
D. Only in *(specify locality)*		

18. Indicate your availability for overnight travel:

A. Not available for overnight travel	☐
B. 1 to 5 nights per month	☐
C. 6 to 10 nights per month	☐
D. 11 or more nights per month	☐

19. Are you available for part time positions *(fewer than 40 hours per week)* offering:

	YES	NO
A. 20 or fewer hours per week?	☐	☐
B. 21 to 31 hours per week?	☐	☐
C. 32 to 39 hours per week?	☐	☐

20. Veteran Preference. Answer all parts. If a part does not apply to you, answer "NO".

	YES	NO
A. Have you ever served on active duty in the United States military service? *(Exclude tours of active duty for training in Reserves or National Guard)*	☐	☐
B. Have you ever been discharged from the armed services under other than honorable conditions? *(You may omit any such discharge changed to honorable or general by a Discharge Review Board or similar authority.)* If "YES", give details in item 35.	☐	☐
C. Do you claim 5 point preference based on active duty in the armed forces? If "YES", you will be required to furnish records to support your claim at the time you are appointed.	☐	☐
D. Do you claim 10 point preference? If "YES", check the type of preference claimed and complete and attach Standard Form 15, "Claim for 10 Point Veteran Preference", together with the proof requested in that form.	☐	☐

Type of Preference: ☐ Compensable Disability ☐ Non-compensable Disability ☐ Purple Heart Recipient ☐ Spouse ☐ Widow(er) ☐ Mother

E. List dates, branch, and serial number of all active service *(enter "N/A" if not applicable)*.

From To Branch of Service Serial or Service Number

21 Experience Begin with current or most recent work or volunteer experience and work back. Account for periods of unemployment exceeding three months and your residence address at that time on the last line of the experience blocks in order of occurrence.

May inquiry be made of your present employer regarding your character qualifications, and record of employment? ☐ YES ☐ NO
(A "NO" will not affect your consideration for employment opportunities except for Administrative Law Judge positions.)

A Name and address of employer's organization *(include ZIP Code, if known)*

Dates employed *(give month and year)* From To

Average number of hours per week

Salary or earnings Beginning $ per Ending $ per

Place of employment City State

Exact title of your position	Name of immediate supervisor	Area Code	Telephone Number	Number and kind of employees you supervised

Kind of business or organization *(manufacturing, accounting, social services, etc.)*	If Federal service, civilian or military: series, grade or rank, and date of last promotion	Your reason for wanting to leave

Description of work *(Describe your specific duties, responsibilities and accomplishments in this job.)*

For agency use *(skill codes, etc.)*

B Name and address of employer's organization *(include ZIP Code, if known)*

Dates employed *(give month and year)* From To

Average number of hours per week

Salary or earnings Beginning $ per Ending $ per

Place of employment City State

Exact title of your position	Name of immediate supervisor	Area Code	Telephone Number	Number and kind of employees you supervised

Kind of business or organization *(manufacturing, accounting, social services, etc.)*	If Federal service, civilian or military: series, grade or rank, and date of last promotion	Your reason for leaving

Description of work *(Describe your specific duties, responsibilities and accomplishments in this job.)*

For agency use *(skill codes, etc.)*

C Name and address of employer's organization *(include ZIP Code, if known)*

Dates employed *(give month and year)* From To

Average number of hours per week

Salary or earnings Beginning $ per Ending $ per

Place of employment City State

Exact title of your position	Name of immediate supervisor	Area Code	Telephone Number	Number and kind of employees you supervised

Kind of business or organization *(manufacturing, accounting, social services, etc.)*	If Federal service, civilian or military: series, grade or rank, and date of last promotion	Your reason for leaving

Description of work *(Describe your specific duties, responsibilities and accomplishments in this job.)*

For agency use *(skill codes, etc.)*

If you need additional experience blocks, use Standard Form 171-A or blank sheets of paper

SEE INSTRUCTION SHEET

21 Experience. Begin with current or most recent work or volunteer experience and work back. Account for periods of unemployment exceeding three months and your residence address at that time on the last line of the experience blocks in order of occurrence.

May inquiry be made of your present employer regarding your character, qualifications, and record of employment? ☐ YES ☐ NO
(A "NO" will not affect your consideration for employment opportunities except for Administrative Law Judge positions.)

A Name and address of employer's organization *(include ZIP Code, if known)*

Dates employed *(give month and year)*
From To

Average number of hours per week

Salary or earnings
Beginning $ per
Ending $ per

Place of employment
City
State

Exact title of your position	Name of immediate supervisor	Area Code	Telephone Number	Number and kind of employees you supervised

Kind of business or organization *(manufacturing, accounting, social services, etc.)*	If Federal service, civilian or military: series, grade or rank, and date of last promotion	Your reason for wanting to leave

Description of work *(Describe your specific duties, responsibilities and accomplishments in this job.)*

For agency use *(skill codes, etc.)*

B Name and address of employer's organization *(include ZIP Code, if known)*

Dates employed *(give month and year)*
From To

Average number of hours per week

Salary or earnings
Beginning $ per
Ending $ per

Place of employment
City
State

Exact title of your position	Name of immediate supervisor	Area Code	Telephone Number	Number and kind of employees you supervised

Kind of business or organization *(manufacturing, accounting, social services, etc.)*	If Federal service, civilian or military: series, grade or rank, and date of last promotion	Your reason for leaving

Description of work *(Describe your specific duties, responsibilities and accomplishments in this job.)*

For agency use *(skill codes, etc.)*

Attach Supplemental Sheets or Forms Here

22. A Special qualifications and skills *(skills with machines, patents or inventions, your most important publications (do not submit copies unless requested), your public speaking and publications experience, membership in professional or scientific societies, etc.)*

B. Kind of license or certificate *(pilot, registered nurse, lawyer, radio operator, CPA, etc.)*

C. Latest license or certificate — Year | State or other licensing authority

D. Approximate number of words per minute — Typing | Shorthand

23. A. Did you graduate from high school or will you graduate within the next nine months, or do you have a GED high school equivalency certificate?

Yes	Month and year	No	Highest grade completed

B. Name and location *(city and State)* of last high school attended

C. Name and location *(city, State, and ZIP Code, if known)* of college or university *(If you expect to graduate within nine months, give MONTH and YEAR you expect to receive your degree.)*

	Dates Attended		Years Completed		No. of Credits Completed		Type of Degree (B.A., etc.)	Year of Degree
	From	To	Day	Night	Semester Hours	Quarter Hours		

D. Chief undergraduate college subjects

	No. of Credits Completed	
	Semester Hours	Quarter Hours

E. Chief graduate college subjects

	No. of Credits Completed	
	Semester Hours	Quarter Hours

F. Major field of study at highest level of college work

G. Other schools or training *(for example, trade, vocational, Armed Forces or business)* Give for each the name and location *(city, State, and ZIP Code, if known)* of school, dates attended, subjects studied, number of classroom hours of instruction per week, certificate, and any other pertinent data.

24. Honors, awards, and fellowships received

25. Languages other than English. List the languages *(other than English)* in which you are proficient and indicate your level of proficiency by putting a check mark (✓) in the appropriate column. **Candidates for positions requiring conversational ability in a language other than English may be given an interview conducted solely in that language.** Describe in item 35 how you gained your language skills and the amount of experience you have had *(e.g., completed 72 hours of classroom training, spoke language at home for 18 years, self-taught, etc.)*

Name of Language(s)	PROFICIENCY							
	Can Prepare and Deliver Lectures		Can Converse		Have Facility to Translate Articles, Technical Materials, etc.		Can Read Articles, Technical Materials, etc. for Own Use	
	Fluently	With Difficulty	Fluently	Passably	Into English	From English	Easily	With Difficulty

26. References. List three persons who are NOT related to you and who have definite knowledge of your qualifications and fitness for the position for which you are applying. Do not repeat names of supervisors listed under Item 21, Experience.

Full Name	Present Business or Home Address (Number, Street, City, State and ZIP Code)	Business or Occupation

Attach Supplemental Sheets or Forms Here

22 A Special qualifications and skills *(skills with machines, patents or inventions, your most important publications (do not submit copies unless requested), your public speaking and publications experience, membership in professional or scientific societies, etc.)*

B Kind of license or certificate *(pilot, registered nurse, lawyer, radio operator, CPA, etc.)*

C Latest license or certificate — Year | State or other licensing authority

D Approximate number of words per minute — Typing | Shorthand

23 A Did you graduate from high school or will you graduate within the next nine months, or do you have a GED high school equivalency certificate?

Yes	Month and year	No	Highest grade completed

B Name and location *(city and State)* of last high school attended

C Name and location *(city, State, and ZIP Code, if known)* of college or university. *(If you expect to graduate within nine months, give MONTH and YEAR you expect to receive your degree.)*

Dates Attended		Years Completed		No. of Credits Completed		Type of Degree (B.A., etc.)	Year of Degree
From	To	Day	Night	Semester Hours	Quarter Hours		

D Chief undergraduate college subjects	No. of Credits Completed		E Chief graduate college subjects	No. of Credits Completed	
	Semester Hours	Quarter Hours		Semester Hours	Quarter Hours

F Major field of study at highest level of college work

G Other schools or training *(for example, trade, vocational, Armed Forces or business)*. Give for each the name and location *(city, State, and ZIP Code, if known)* of school, dates attended, subjects studied, number of classroom hours of instruction per week, certificate, and any other pertinent data

24 Honors, awards, and fellowships received

25 Languages other than English. List the languages *(other than English)* in which you are proficient and indicate your level of proficiency by putting a check mark (✓) in the appropriate column. **Candidates for positions requiring conversational ability in a language other than English may be given an interview conducted solely in that language.** Describe in Item 35 how you gained your language skills and the amount of experience you have had *(e.g., completed 72 hours of classroom training, spoke language at home for 18 years, self-taught, etc.)*.

Name of Language(s)	PROFICIENCY							
	Can Prepare and Deliver Lectures		Can Converse		Have Facility to Translate Articles, Technical Materials, etc		Can Read Articles, Technical Materials, etc., for Own Use	
	Fluently	With Difficulty	Fluently	Passably	Into English	From English	Easily	With Difficulty

26 References. List three persons who are NOT related to you and who have definite knowledge of your qualifications and fitness for the position for which you are applying. Do not repeat names of supervisors listed under Item 21, Experience.

Full Name	Present Business or Home Address (Number, Street, City, State and ZIP Code)	Business or Occupation

Answer items 27 through 34 by placing an "X" in the proper column	YES	NO
27 Are you a citizen of the United States? If "NO" give country of which you are a citizen		
NOTE: A conviction or a firing does not necessarily mean you cannot be appointed. The nature of the conviction or firing and how long ago it occurred is important. Give all the facts so that a decision can be made.		
28 Within the last five years have you been fired from any job for any reason?		
29 Within the last five years have you quit a job after being notified that you would be fired? If your answer to 28 or 29 above is "YES" give details in Item 35. Show the name and address *(including ZIP Code)* of employer, approximate date, and reasons in each case. This information should agree with your answers in Item 21, Experience.		
30 A Have you **ever** been convicted, forfeited collateral, or are you now under charges for **any felony** or **any** firearms or explosives offense against the law? *(A felony is defined as any offense punishable by imprisonment for a term exceeding one year, but does not include any offense classified as a misdemeanor under the laws of a State* **and** *punishable by a term of imprisonment of two years or less.)*		
B During the past seven years have you been convicted, imprisoned, on probation or parole or forfeited collateral, or are you now under charges for any offense against the law not included in A above?		
NOTE: When answering A and B above, you may omit: (1) traffic fines for which you paid a fine of $50.00 or less, (2) any offense committed before your 18th birthday which was finally adjudicated in a juvenile court or under a youth offender law, (3) any conviction the record of which has been expunged under Federal or State law, and (4) any conviction set aside under the Federal Youth Corrections Act or similar State authority.		
31 While in the military service were you ever convicted by a general court-martial? If your answer to 30A, 30B, or 31 is "YES" give details in Item 35. Show for each offense: (1) date, (2) charge, (3) place, (4) court, and (5) action taken.		
32 Does the United States Government employ in a civilian capacity or as a member of the Armed Forces any relative of yours *(by blood or marriage)*? *(See Items 32 and 33 in the attached instruction sheet.)*		
33 Do you live with, or within the past 12 months have you lived with, any of these relatives who are employed in a civilian capacity? If your answer to 32 is "YES", give in Item 35 for such relatives: (1) name, (2) present address *(including ZIP Code)*, (3) relationship, (4) department, agency, or branch of the armed forces. If your answer to 33 is "YES", also give the kind of appointment held by the relative(s) you live with or have lived with within the past 12 months.		
34 Do you receive, or do you have pending, application for retirement or retainer pay, pension, or other compensation based upon military, Federal civilian, or District of Columbia Government service? If your answer to 34 is "YES", give details in Item 35.		

Your Statement cannot be processed until you have answered all questions, including Items 27 through 34 above. Be sure you have placed an "X" to the left of EVERY marker (◀) above, either in the "YES" or "NO" column.

35 Item Number	Space for detailed answers. Indicate item number to which the answers apply

If more space is required, use full sheets of paper approximately the same size as this page. Write on each sheet your name, birth date, and announcement or position title. Attach all sheets to this Statement at the top of page 3.

ATTENTION — THIS STATEMENT MUST BE SIGNED

Read the following paragraphs carefully before signing this Statement.

A false answer to any question in this Statement may be grounds for not employing you, or for dismissing you after you begin work, and may be punishable by fine or imprisonment (U.S. Code, Title 18, Section 1001). All the information you give will be considered in reviewing your Statement.

AUTHORITY FOR RELEASE OF INFORMATION

I have completed this Statement with the knowledge and understanding that any or all items contained herein may be subject to investigation prescribed by law or Presidential directive and I consent to the release of information concerning my capacity and fitness by employers, educational institutions, law enforcement agencies, and other individuals and agencies, to duly accredited Investigators, Personnel Staffing Specialists, and other authorized employees of the Federal Government for that purpose.

CERTIFICATION	SIGNATURE *(sign in ink)*	DATE
I certify that all of the statements made by me are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.		

☆ U.S. GOV'T PRINTING OFFICE 1978 257-928

CONTINUATION SHEET FOR STANDARD FORM 171
"PERSONAL QUALIFICATIONS STATEMENT"

Form Approved:
O.M.B. No. 50-R0387

INSTRUCTIONS—Fill out this form only when necessary for completion of Item 21, "EXPERIENCE," on Standard Form 171. Enclose with your Statement. Typewrite or print clearly in dark ink.

1. Name *(Last)* *(First)* *(Middle)*	2. Birth date *(Month, day, year)*	3. Kind of position applied for, or name of examination:

Employer 1

Name and address of employer's organization *(include ZIP Code, if known)*	Dates employed *(give month and year)* From / To	Average number of hours per week
	Salary or earnings: Beginning $ per / Ending $ per	Place of employment: City / State

Exact title of your position	Name of immediate supervisor	Area Code / Telephone Number	Number and kind of employees you supervised
Kind of business or organization *(manufacturing, accounting, social services, etc.)*	If Federal service, civilian or military: series, grade or rank, and date of last promotion		Your reason for leaving

Description of work *(Describe your specific duties, responsibilities and accomplishments in this job.)*:

For agency use *(skill codes, etc.)*

Employer 2

Name and address of employer's organization *(include ZIP Code, if known)*	Dates employed *(give month and year)* From / To	Average number of hours per week
	Salary or earnings: Beginning $ per / Ending $ per	Place of employment: City / State

Exact title of your position	Name of immediate supervisor	Area Code / Telephone Number	Number and kind of employees you supervised
Kind of business or organization *(manufacturing, accounting, social services, etc.)*	If Federal service, civilian or military: series, grade or rank, and date of last promotion		Your reason for leaving

Description of work *(Describe your specific duties, responsibilities and accomplishments in this job.)*:

For agency use *(skill codes, etc.)*

Employer 3

Name and address of employer's organization *(include ZIP Code, if known)*	Dates employed *(give month and year)* From / To	Average number of hours per week
	Salary or earnings: Beginning $ per / Ending $ per	Place of employment: City / State

Exact title of your position	Name of immediate supervisor	Area Code / Telephone Number	Number and kind of employees you supervised
Kind of business or organization *(manufacturing, accounting, social services, etc.)*	If Federal service, civilian or military: series, grade or rank, and date of last promotion		Your reason for leaving

Description of work *(Describe your specific duties, responsibilities and accomplishments in this job.)*:

For agency use *(skill codes, etc.)*

Name and address of employer's organization *(include ZIP Code, if known)*	Dates employed *(give month and year)* From To	Average number of hours per week	
	Salary or earnings Beginning $ per Ending $ per	Place of employment City State	
Exact title of your position	Name of immediate supervisor	Area Code Telephone Number	Number and kind of employees you supervised
Kind of business or organization *(manufacturing, accounting, social services, etc.)*	If Federal service, civilian or military: series, grade or rank, and date of last promotion		Your reason for leaving
Description of work *(Describe your specific duties, responsibilities and accomplishments in this job.)*:			
			For agency use *(skill codes, etc.)*
Name and address of employer's organization *(include ZIP Code, if known)*	Dates employed *(give month and year)* From To	Average number of hours per week	
	Salary or earnings Beginning $ per Ending $ per	Place of employment City State	
Exact title of your position	Name of immediate supervisor	Area Code Telephone Number	Number and kind of employees you supervised
Kind of business or organization *(manufacturing, accounting, social services, etc.)*	If Federal service, civilian or military: series, grade or rank, and date of last promotion		Your reason for leaving
Description of work *(Describe your specific duties, responsibilities and accomplishments in this job.)*:			
			For agency use *(skill codes, etc.)*
Name and address of employer's organization *(include ZIP Code, if known)*	Dates employed *(give month and year)* From To	Average number of hours per week	
	Salary or earnings Beginning $ per Ending $ per	Place of employment City State	
Exact title of your position	Name of immediate supervisor	Area Code Telephone Number	Number and kind of employees you supervised
Kind of business or organization *(manufacturing, accounting, social services, etc.)*	If Federal service, civilian or military: series, grade or rank, and date of last promotion		Your reason for leaving
Description of work *(Describe your specific duties, responsibilities and accomplishments in this job.)*:			
			For agency use *(skill codes, etc.)*

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SF 171-A (rev. 12-77) Back

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